RECORDKEEPING & PROGRAM EVALUATION

Recordkeeping

- Recordkeeping is required by law.
- Important aspects are accuracy, thoroughness, organization, legibility and retrievability.
- Audiometric data integrity is critical.
- Medical-legal information.
- Invalid/inaccurate data could result in an unjust compensation awards.

HIPAA Overview

- Health Insurance Portability and Accountability Act of 1996
- Ensures medical information is private and protected
- Sets rules to limit who can look at and receive health information

DD Form 2215 (Reference Audiogram) & DD Form 2216 (Hearing Conservation Data)

- With DOEHRS-HC, all forms are electronically generated and stored, both locally and centrally via upload to the Data Repository via the Internet.
- Uploads to the Data Repository should occur at the end of each day that patients are seen, or weekly at a minimum.
- The original hard copy (printout) of all audiogra ained in the medical re

DD Form 2215 (Reference Audiogram) & DD Form 2216 (Hearing Conservation Data), con't.

- When electronically generated/stored via DOEHRS-HC, a local copy should be maintained in a backup file.
- For those few installations (reserve sites) who are not using DOEHRS-HC, maintain a local copy of each audiogram for the duration of employment + 5yrs.
- Maintain a back-up of local data on an external media or separate drive of the PC.
- Provide copies to employees upon request.

DD Form 2217 (Biological Calibration Check)

- **Calibration check must be performed daily (prior to conducting audiometry) and documented within DOEHRS software on a DD Form 2217.**
- **A monthly printout of DD2217 entries is strongly advised. Maintain log book of monthly printouts locally for at least 5 years.**
- **An individual DD 2217 form must be established for each designated listener, whether human or Artificial Ear.**
- **A new DD 2217 baseline test must be established for each listener each ti eter is electroacoustically c ially), or re-calibrated for any re**

Hearing Test Booth Certification

- **Valid for one year**
- **Should be posted on the booth in plain view**
- **Re-certified annually by Industrial Hygiene or Audiology**
- **Retain booth certifications for 5 years**
- **Booth certification guide available on line at NEHC Home Page**

Audiometer Electro-Acoustic Calibration

- **Maintain annual electroacoustic calibration records.**
- **Valid for one year (365 days). DOEHRS-HC software notifies user of impending expiration, will not function after due date.**
- **Person performing calibration should place a label on the audiometer to identify date of last calibration and date next calibration is due.**
- **Keep certificate of calibration with the equipment or in admin files.**
- **Retain certificates of calibration on file for 5 years**

Technician Training Certificates

- Navy Hearing Conservation certification is valid for 3 years.
- Army & Air Force certification is valid for 5 years.
- Certificates should be posted in the hearing test area in view of the patients.
- Retain file copies of certificates for 5 years.

Noise Survey Data

- **Results of noise surveys may be completed on DD Form 2214, on NEHC 5100/17 Sound Level Survey form, or in the equivalent format with automated measurement equipment or a health hazard inventory system that contains at least the mandatory data elements.**
- **Documentation of individual noise exposure measurements (including Time Weighted Average exposure, TWA) must be permanently placed in the individual's medical record.**
- **Noise surveys must be retained locally for 40 years.**
- **Individual exposure data is maintained indefinitely in the employee health record.**

Rosters of Noise-Exposed Personnel

- **All personnel whose TWA is over 84dBA must be enrolled in the Hearing Conservation Program.**
- **In the absence of dosimetry/TWA data, persons who are routinely exposed to hazardous noise must also be enrolled.**
- **Enrollment is accomplished by the worker's command (usually Safety) providing a roster with names and SSNs to the Medical Department activity with HCP support responsibility.**
- **Rosters should be updated semi-annually.**

Rosters of noise-exposed personnel (cont.)

- **The medical surveillance personnel will then make appointments available in cooperation with the command point of contact. The worker's command has ultimate responsibility to request and send workers to appointments.**
- **Rosters of noise exposed personnel must be maintained at their command for 5 years.**
- **After completion of unit testing (or periodically) rosters of persons tested must be returned to the sponsoring unit.**
  - **Results rosters should identify persons sustaining STS**
  - **Cover letter to roster should state that annual refresher training was provided to all persons on roster**
  - **DOEHRS-HC facilitates production of rosters**

Annual Hearing Conservation Education

- **Training provided in conjunction with the annual audiogram must be documented as a remarks entry on the DD2215 or DD2216.**
- **Records of in-service training provided to noise-exposed personnel (sign-in logs) should be kept by unit Saftey personnel for a minimum of 5 years.**

UNITED STATES DEPARTMENT OF DEFENSE

STS Reporting

- DOEHRS-HC software generates a remarks entry after each test that reveals STS.
- The patient then signs that test to acknowledge decreased hearing. The form is permanently retained in the health record.
- OSHA and DoD policy require written notification (to employee & supervisor) of STS within 21 days of confirming a permanent threshold s

STS Reporting, con't.

- Civilian workers with PTS, (determined by an Audiologist or Occ Med physician to be consistent with occupational noise), must be identified for entry on the local OSHA 300 Log.
- An OSHA Recordable PTS is a 10 dB average shift at 2, 3 & 4kHz and results in a $\geq$25 dB average threshold.
- Once a patient has sustained one OSHA recordable PTS, any PTS they incur after that will also be recordable.

STS Reporting, con't.

- The Audiologist or Occupational Medicine Clinic forwards STS information to the local Safety Office, who forwards it to OSHA.
- OSHA recordables only apply to civilians, there is no requirement to report military STS to OSHA.
- Consult with your local Audiologist or Occupational Medicine Physician to determine the protocol for STS reporting and whether you have a responsibility in the process.

Audiology Workload Reporting

- Requirements for reporting workload may vary between commands.
- Utilization of CHCS/AHLTA and the coding module allows much of the information to be captured electronically with little technician effort.
- Technicians are provided with MEPRS FBN-codes for use in reporting medical surveillance workl
- DOEHRS-HC ures daily workload.

Evaluation of HCP Effectiveness

- Good HCP compliance does not ensure good employee hearing acuity.
- Program effectiveness must continually be evaluated to determine w how improvemer made.

HCP Evaluation & Metrics

- **Compliance: The number of annual tests divided by the number of individuals enrolled in the HCP.**
- **STS Rate: Number of positive STS's on annual audiograms divided by the total number of annuals performed.**
- **PTS Rate: Number of revised reference audiograms d[illegible]l number of annual audiograms.**

QUESTIONS?